

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

AIR TECHNICIAN VACANCY ANNOUNCEMENT #04-021A

**Secretary (OA)
80032000 FC: 22A100
GS-0318-05
\$27,594 - \$35,867 pa**

**ANNOUNCEMENT DATE: 9 January 2004
CLOSING DATE: 10 February 2004**

SELECTING OFFICIAL: Logistics Management Officer

**APPOINTMENT FEATURES: Excepted Service
Enlisted Grade**

POSITION LOCATION: 146th Airlift Wing - Channel Islands ANG, CA

This position is located in an Air National Guard organization or unit. Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization (s) serviced is subdivided into subordinate segments which are supervised through one or more levels of supervision or is of limited complexity where extensive responsibility exists for outside coordination. Participates in the management of the office by applying a good working knowledge of the organizational functions & procedures in order to relieve the supervisor (s) of clerical and administrative support work.

1. AREA OF CONSIDERATION: 146th Airlift Wing. Applications will be accepted from current technicians and military members of the 146th Airlift Wing – Channel Islands ANG, CA., only.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/ EFT (Direct Deposit).

3. MILITARY GRADE AVAILABLE: ENLISTED GRADE E-1 THROUGH E-6. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE THROUGH E-6 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

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NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience performing any combination of the following tasks: typing (letters, forms); general clerical (answering the telephone, receiving visitors, composing correspondence, filing, reviewing outgoing correspondence for grammar, format, etc.); stenographic (taking and transcribing shorthand).

b. **Specialized:** Must have 6 months specialized experience in the performance of clerical or administrative duties which demonstrates that the candidate has a basic knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name or functional area; experience in the operation of a manual, electric, or automatic typewriter to include: correct spacing and arrangement, punctuation, capitalization, and grammar of typed material; experience in taking and transcribing personal, telephone, or conference dictation; experience in planning and coordinating meetings, such as scheduling, reserving meeting rooms, notifying participants, arranging travel for staff, to include making hotel reservations, keeping in touch with staff enroute, preparing travel vouchers, etc; and clerical or administrative experience in establishing filing systems, filing material, searching for and obtaining requested information from files, and the disposal of material.

c. Must be able to type a minimum of 40 words per minute. Typing speed must be indicated on application.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

d. **Substitution of Education for Specialized Experience:** Completion of 1 academic year of full-time business school or 1 academic year of education above the high-school level is qualifying for the GS-04 level. Completion of 2 academic years of full-time business school or 2 academic years of education above the high school level will satisfy the requirements for the GS-05 level. Appropriate military training courses will be credited on a month for month basis.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

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- a. Knowledge of the organization and function, sufficient to refer visitors, telephone calls, and mail.
- b. Skill in operating a typewriter and knowledge of grammar, spelling, punctuation and required formats.
- c. Skill in taking and transcribing dictation.
- d. Ability to keep supervisor's calendar, to arrange meetings and conferences, reserving conference rooms and notifying all participants; making travel arrangements, typing travel vouchers and reports.
- e. Ability to establish a filing system, to classify, retrieve, and dispose of materials.

SELECTEE MUST BE ASSIGNED TO A COMPATIBLE MILITARY POSITION IN AFSC 3A0XX.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER